

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 020 REQUEST MAST
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Date Last Revised: 26 November 2012
- 020 00 NO SUBCAT FOR THESE STATEMENTS
- 020 00 001 Has the command published an initiating directive identifying Marine Corps Order (MCO) 1700.23F as the sole MCO governing Request Mast applications, and does the initiating directive clearly outline command specific elements?
Reference
NAVMC 1700.23F, APP B; MCO 1700.23F, PAR 4 B
- 020 00 002 Does the commander ensure Request Mast records are properly safeguarded?
Reference
NAVMC 1700.23F, CHAP, 5 PAR 1(F)
- 020 00 003 Was a Bulletin announcing the availability of the IGMCR Representative for Request Mast published and did it contain all required information?
Reference
NAVMC 1700.23F, APP A-1, PAR 3 (F)
- 020 00 004 Does the commander ensure all Request Mast petitions are expeditiously handled (generally within one working day) in accordance with the reference?
Reference
NAVMC 1700.23F, CHAP 3, PAR 4 AND 5
- 020 00 005 Does the commander ensure all personnel are familiar with the Marine Corps Request Mast policy and procedures?
Reference
MCO 1700.23F

- 020 00 006 Are follow-up procedures in place to monitor each Request Mast issue to ensure it is resolved in a timely manner?
Reference
NAVMC 1700.23F CHAP 5, PAR 1(E)
- 020 00 007 Does the unit leadership understand that any interference with a Marine's right to Request Mast or any attempt of reprisal against a Marine who has requested mast is prohibited?
Reference
NAVMC 1700.23F, CHAP 2, PAR 14, AND CHAP 5, PAR 1 H;
MCO 1700.23F, PAR 5 B
- 020 00 008 Does the commander understand in matters which cannot be resolved or addressed during a Request Mast, it is the commander's responsibility to fully explain to the Marine why actions to remedy the issue cannot be taken? And, also, that it is the commander's responsibility to advise the Marine of the proper avenue of readdress for the grievance if there is one?
Reference
NAVMC 1700.23F, CHAP 5, PAR 1(E)(1)
- 020 00 009 Does the commander understand that he or she should forward Request Mast that contain elements which are beyond his or her authority to resolve to the next higher commander for consideration and/or appropriate action?
Reference
NAVMC 1700.23F, CHAP 5, PAR 1(E)(2) AND CHAP 3, PAR 8
- 020 00 010 Does the commander explain to the Marine requesting mast why the application has been denied if that is the case? And, does the commander forward a report to the immediate Commanding General via the chain of command when he denies a request mast specifically addressed to himself/herself?
Reference
NAVMC 1700.23F, CHAP 2, PAR 5
- 020 00 011 Does the commander understand he can deny a Request Mast petition when there is another specific avenue of redress available to the Marine?
Reference
NAVMC 1700.23F, CHAP 2, PAR 4